



YACIO Trustee Meeting

4th November 2020

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Adam Myers, Maria Lewington, Simon Wild, Colin Smith

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**

2. **Notes and Actions**

Notes from the last meeting were accepted.

Goat Willow - The issue was discussed further and it was agreed that YACIO should proceed with the quote obtained in the interests of moving things forwards.

Action: AP to commission tree work.

Lease - LT reported that she had heard from Dave Meigh and had his support and it was agreed that she should keep following up with the Legal Department at the Council with a view to having the issue resolved by January. If the issue were still outstanding in January then Trustees would need to discuss what further, firmer, actions could be taken to bring the matter to a conclusion.

Action: LT to follow up.

3. **Administrator Report**

AP updated Trustees on current activities. Emails were still busy with lots of routine enquires as well as ongoing credit control and notice letters being very time consuming. The

number of waiting list applications received each week had recently slowed, however. Trustees discussed the issues surrounding credit control on outstanding invoices and AP explained the unique circumstances this year that had led to the ongoing work. Suggested alterations to the process were discussed for the next year and it was agreed that a tougher stance was needed.

4. Duty Trustee Report

It was agreed that a Duty Trustee was no longer needed as the Specific Areas of Trustee Responsibility was working well.

5. Monthly Finance Report

LT had circulated figures by email prior to the meeting. There were no unexpected changes and there was more of a surplus than predicted.

6. Budget

Trustees discussed the proposals for the 2021 Budget and how the unusual year had affected spending for 2020. Trustees discussed options for where to prioritise spending on site improvements and how to manage that process.

Action: LT & AM to prepare budget based on a £72.5k expenditure. Budget to be finalised at next meeting. AP to add to agenda.

7. Trustee Reports (Specific Responsibilities)

Maintenance - CS noted some issues with the Contractors that would need to be addressed at a meeting soon. The timing of the hedge cuts was debated as was the quality of the work.

ML queried why the contract for the site maintenance was not put out to tender every year and the logic behind the decision was explained. (Time consuming process and it was hoped that the stable relationship with the current contractors would mean that they understood the job better as time went by.) It was agreed that a tendering process should be undertaken every three years to ensure

best value for the charity but given the challenging year this year that would not take place this year but next. It was further agreed that a review would take place each year with feedback from site secretaries and any other feedback from tenants throughout the year taken into account.

Safeguarding - It was agreed that CS & LT should take on the further training for the role discussed by email.

8. **Concessions Policy (Final Decision)**

Trustees discussed whether to make any changes to the current concessions policy extensively. It was agreed that no changes should take place this coming year and that the question would be reviewed again each year and consultation from members taken in due course.

9. **Cultivation Standards**

Trustees discussed the decline in cultivation standards across the city this year and it was agreed that raising these standards should be a focus for the next year. It was agreed to start by raising the issue in the January Newsletter. Trustees also discussed the level of debtors throughout the year and it was agreed that a firmer adherence to existing policy time-scales should be in place for both these issues. It was agreed that the initial focus should be on timely invoice payments for January invoices and then shift focus to cultivation from March when the growing season starts.

Action: AP to form a time-line for credit control letters to go out sooner this year. AP to be firmer with enforcing policy decisions.

10. **Community Plots**

Trustees discussed the proposal circulate by AM and it was agreed that community plot discounts should be treated more like concessions, with a report submitted each year justifying the continued concession. It was agreed that provision for community plots should be slowly increased. Further information should be sought to discover how

many groups were already renting plots under an individual's name and may be eligible for the discount.

Action: AM & AP to look at the logistics of having a separate waiting list for community plots spaces.

11. AGM

Trustees discussed the possibility that restrictions in March would still prevent an in person AGM and what would need to be put in place instead. The Trustees' Report and Accounts submitted to the Charity Commission had been published on the website for this year.

12. Termination Of Tenancies

Deferred to next meeting

13. January Newsletter

AP requested submissions for the 1st December to review and approval at the December Trustee meeting. It was agreed to focus on invoicing and cultivation.

Action: Submissions to be supplied to AP by 1st December

14. Any Other Business

Invoicing - AP explained the issues with the cash payments at post offices and the problems this system had caused. It was agreed that it did not work and should not be used next year. It was agreed that cash payment drop in sessions should be run in the last weekend of January to provide a facility for anyone needing to pay in cash to do so.

Meeting Length - Trustees discussed whether the agendas for meetings were too long and it was agreed that they should strive to end the meetings on time in the future.

15. Next Meeting Dates

2nd December - Online